



SAINT JAMES ELEMENTARY SCHOOL

STUDENT HANDBOOK



PHILOSOPHY

Forward

Saint James Elementary School (SJES), Red Bank, New Jersey is a Catholic elementary school, which provides a Christian environment for academic education of youth, under the direction of the Education Office of the Diocese of Trenton, the pastor of Saint James Church and the school administration.

Mission Statement

Faith Honor Excellence

Saint James Elementary School is dedicated to preparing our students for a life of faith and honor by providing a challenging and empowering education that is rooted in the Catholic doctrine and academic excellence.

Statement of Objectives

Saint James Elementary School is a community based on Catholic faith, tradition, and values. Its purpose is to prepare the student for his or her role as a contributing Christian member of society. By cognitively and consistently providing opportunities for children to grow in the knowledge of God, self, and the world in which they live, SJES endeavors, in cooperation with parents, to develop individuals of good moral character. Accordingly, Saint James School strives to create a nurturing environment in which the whole child grows as a complete person, one who understands core values, embraces them, and acts upon them in response to the daily events of life.

In light of this philosophy, all effort is put forth to accomplish the following:

- Provide students with a sound foundation of Catholic beliefs based on structured religious studies, as well as to witness the Good News of the Gospel through their daily experiences. The emphasis is to teach as Jesus did, leading by example, seeking the goodness within and the gift of each individual.
- Create an awareness of responsibility to the community-at-large through active participation in community service. By this process of integrating word and deed, students are led to understand that their commitment as Christians is a witness lived, as well as a witness spoken.
- Provide an atmosphere that fosters learning as a lifelong process in which students develop as risk-takers, problem-solvers, decision-makers, active-learners, and skillful communicators.
- Provide each student with the stimulus to pursue knowledge through a balanced program of learning and self-motivation, enabling the student to strive for excellence, yet meeting the individual needs of each student.
- Celebrate the uniqueness of each student by fostering positive self-awareness through a curriculum that involves cooperative and team effort based on a sense of responsibility to and respect for fellow students.
- Instill the understanding that the individual is a complex of body and spirit through active participation in healthful practices, sports programs, and physical education.
- Acknowledge that parents are the primary educators of the child. The relationship between the school and parents as co-educators is essential in the development of the whole child and a vital asset in the continuing process toward educating each student.

Accreditation

Saint James Elementary School is proudly accredited with the North Central Association Commission on Accreditation and School Improvement, an accrediting division of Cognia. Our accreditation demonstrates our dedication to continuous improvement in all that we do. We are committed to providing students the opportunity to receive a rigorous, quality education through innovative learning methods.

I. Admission and Transfers

Admission requirements

In admitting children to kindergarten and first grade, the age requirements of the local school district in which the child resides must be followed.

Requirements for registration

Registration for all **new** pupils, Kindergarten through 8th grade, will be held during an appointed week in February. Parents must present birth certificate, Baptismal certificate and all health and immunization records. All new registrants must have a complete physical examination before the start of the school year. Children registering for grades 2 through 8 must present the last two year's report cards as well as any standardized testing. In the case of a separation or divorce, the custodial parent must provide an official copy of the custody section of the separation/divorce decree.

Registration for returning students is held annually in January.

Transfers

Parents of students who are withdrawing from school should inform the school office in writing at least one week in advance to give necessary time for completion of school records. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal.

A student transferring into Saint James School should present a pupil transfer card from the latest school attended that will allow administration to request all records. ***There is a probationary period for all new students during the first two trimesters of their enrollment.***

II. School Sessions

School Hours

- Grades Kindergarten through 8th Grade:
 - Full Day: 8:00 A.M.—2:15 P.M.
 - Half Day: 8:00 A.M. –12:05 P.M.
- Children must arrive at school between 7:30 and 7:55 A.M. in time for the first bell. (*Students may **not** arrive at Saint James School prior to 7:30 A.M. There is **no supervision** before this time.*)
- Upon arrival at school, students are to report to the cafeteria and be seated at the assigned table for his/her class.

Note: During a Pandemic situation students must follow entrance protocols set forth in SJES Pandemic document.

III. ATTENDANCE

Absence from School

- To receive the maximum benefit from classroom and instructional participation it is important that a child be in attendance each school day.
 - Any student who misses 30 or more days of school during any academic year is required to meet with the teacher to discuss situation.
 - Excessive unexcused absences may lead to retention.
- A parent must call the school office before 8:15AM and leave a detailed message to report a student's absence. If any student is absent for three or more consecutive days, please notify the nurse of the reason for such absence. A written note is required upon a student returning to school with the following

information: child's name and grade, date of absence, reason for absence, and signature by parent or guardian. All contagious diseases must be reported to the nurse as soon as diagnosed.

- Excuses from physical education will be granted only upon a written statement from a parent/guardian. Excuses from physical education for long term illnesses must have a written statement from the child's physician. In the event of an extended absence for illness, parents must contact the school for arrangements for classwork, assignments, or home instruction.
- **For the protection and welfare of all children, parents are requested to keep children home if they show any of the following symptoms; chills, coughing, earache, fever, headache, pain, nausea, skin eruptions, sore throat, etc. Children must be fever free for 24 hours before returning to school.**
- It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from school. Homework maybe requested after 3 days of absence.
- Students may not participate in athletics or after school related activities on the day they are absent.
- **During a Pandemic situation, if a student is participating in Remote Learning, the student MUST be logged in by 8AM.**

Request for Early Dismissal

It is strongly requested that parents make doctor and dental appointments after school hours. If it is necessary for a pupil to be dismissed early, a written request must be submitted that morning, stating the reason for the request. Telephone requests for early dismissal will be honored only in case of emergency and upon satisfactory identification of the caller. **Please do not request early dismissal after 1:30PM.** The parent or guardian must sign the student out of school.

A student must be in school until 12:00 Noon to be considered present for that day. This also applies to remote learners.

NOTE: No student may participate in an extra-curricular activity (Awards Nights, social evenings, clubs, play, sports or practices, etc.) on the day that he/she is absent from school.

Tardiness

Punctuality is of the utmost importance in a child's education. A tardy student to school or to class will miss critical instruction. If tardiness becomes chronic, the missed work may impair the student's academic success. In addition, a student coming late to school or class distracts both the teacher and the other students.

Students will be marked late if they arrive in school after the 8:00 A.M. bell. A student who is tardy must report to the Business Office with a written note explaining the reason for being late.

Vacations

Saint James Elementary School does not approve of and strongly discourages students being removed from school for vacations. Therefore, it is not the teachers' responsibility to have assignments prepared for a student prior to absence for a vacation. The family must assume total responsibility for the educational needs of the child while on vacation. The student is responsible for all work taught during the period of absence, including classroom assignments. Each parent and student must realize that it will be impossible to duplicate much of the work that is missed due to vacation. Parents should notify the school and classroom teacher about a planned vacation. You are strongly urged not to plan vacations especially during major testing time.

Dismissal

Students are dismissed as walkers, car riders or bus riders. Any change in the dismissal procedure requires a written note to be presented at the Business Office on that day.

IV. Emergency Closings and Delayed Openings

Emergency closing information will be posted on the school's website: MYSAINTELEMENTARY.COM. If an emergency arises during a school day, emergency numbers will be notified through School Messenger. **It is the parents'/guardians' responsibility** to be sure the Business Office has the **current home, work and emergency phone numbers** at all times.

The public school district determines whether or not buses will run during inclement weather. In the event that a public school district is closed in which a student resides, but SJEJ is open, **it is the responsibility of parents to transport those students to and from school when there is no bus service.**

Delayed Openings Many public school districts have “delayed openings”. Parents are to check with their local school district to determine bus pickup. For example: if your local public school district is on a 90 minute delayed opening, students attending SJES from that district will be picked up 90 minutes later than the normal time. Students are not marked tardy upon arrival to school.

V. CURRICULUM

Academic Goal

The academic program at Saint James Elementary School provides an integration of curricula where learning exposure (content) and experience (process) intertwine as threads in a woven fabric. Curriculum presentation acknowledges the uniqueness of each child and recognizes various learning styles and intelligences. The ultimate goal is to challenge and stimulate each student’s intellectual development so that his or her pursuit of knowledge is never completed, thus continuing throughout his or her life.

The academic program offered at SJES follows guidelines recommended by the Diocese of Trenton. Pedagogy, textbooks, manipulative materials, and technology are continually evaluated. The following subjects are taught on a daily basis: Religion, Mathematics, Integrated Language Arts, Science, and Social Studies. The following subjects are taught on a weekly or bi-weekly basis: Physical Education, Art, Music, Spanish and Computer Lab. Health is taught in a workshop format.

Remote Learning

During a Pandemic situation, if a student participates in Remote Learning, he/she will follow the classroom academic guidelines set forth by the subject teacher.

Advanced Programs

Honors Algebra I is offered in 8th grade. Sixth, 7th and 8th grade Integrated Language Arts (ILA) offer advanced Literature and Writing courses. Placement in Advanced ILA classes is limited. Placement in the Algebra I and AP ILA programs are based on a composite profile determined by Standardized Testing, a cumulative test, report card average, and teacher referral.

Homework

Homework is an essential requirement for the full scholastic development of a child. The homework is assigned not merely to solidify and integrate what the child has been taught, but also to foster in the pupil independent work habits and instill in him/her a sense of personal responsibility. Homework is posted on the teacher’s eBoard or Google Classroom. All work missed through absences, etc. must be made up and presented to the teachers. If, for a serious reason, homework cannot be completed on a given night, the parent should forward a note to the teacher.

If your child is spending considerably more time on homework than is perceived as appropriate, please contact the teacher(s).

NOTE: Missed Homework

- Written warnings will be issued for the first 5 missed homework assignments
- A lunch detention will be issued after 5 written warnings for missed homework assignments

Field Trips

Periodically, students are taken on field trips as part of the educational program. When such trips are being planned, permission slips will be sent home to be signed and returned to school. All trips are supervised by the classroom teacher and other adults. A student who does not attend a class trip is expected to spend that day in school. It is not a “free day” for that student. No students will accompany the class on the trip unless consent forms have been signed. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from class trips.

Any student requiring medication on a class trip must be accompanied by his/her parent/guardian who will administer the medication. An exception is made for students with asthma or allergies who are allowed to self-administer medication (applies only to inhalers or epi-pens) when a nurse is not physically present at the scene. Written certification from a physician is required. Please [Authorization to Self Administer](#)

Extra-Curricular Activities

SJES offers various activities in which students may participate if they meet the academic and physical requirements. For a well-rounded education, we offer a balance between academic studies and extracurricular activities so that one has the opportunity to develop intellectually, morally, emotionally, and culturally. Parental permission is required for students who participate in these programs. Students participating in extracurricular activities must be mindful of their obligation to represent Saint James School honorably as well as to perform their respective functions with Christian attitude and dignity.

Sports are an important part of education. SJES offers students the opportunity to participate in a variety of sports. All students must have a sports physical before trying out for a team.

A student who participates in any school sponsored activity must maintain satisfactory conduct and passing grades in all subject areas. Students who fail to meet this requirement may not participate in the activity for a designated period of time.

VI. HEALTH

Emergency Card Information

Parents will be notified if a child becomes ill while at school. Work numbers, cell numbers, the home telephone number and the name and telephone numbers of two other people who can be called in case of a parent's absence from home should be on the Emergency Card in the nurse's office. It is the parent's responsibility to keep this information current. Written notification of a change of address or telephone number is to be sent to the business office immediately in order to keep this information current.

Health Program

1. All kindergarten and new students are required to have a physical examination before entering school. Immunizations must be on file, and up to date by the first day of school attendance. Please use the following link ([NJ Required Immunizations](#)) to obtain information on required immunization. Failure to comply with the NJ State Health Code may result in exclusion from school.
2. Physical examination, by a physician, is required for students entering kindergarten, new admissions, and students participating in sports.
3. Hearing tests are given to students with no previous record of screening, students referred by staff members and with known hearing problems. Students in kindergarten, first, second, third and seventh grades are also screened.
4. Vision tests are given to students in kindergarten and in second, fourth, sixth, and eighth grade.
5. All students maybe weighed and measured annually.
6. All students in grades 5 and 7 are screened annually for scoliosis. A student shall be exempt from this examination on the written request of the parent.
7. First aid, when needed, is given by the school nurse during the school day. Injuries occurring at home will not be treated in school. If your child is injured at home, please do not send him/her to school and tell them to have the nurse check the injury.
8. When a pupil is to have any medication such as, but NOT limited to: Epi-ens, Inhalers, Benadryl, Tylenol or aspirin, administered during school hours, the following procedures must be observed:
 - a. Request in writing by the parent or guardian of the student that the school nurse administer the medication (medication must be brought in to school by an adult). **This letter must be handed in at the beginning of each school year.**
 - b. A written order from the doctor stating:
 - (1) Diagnosis
 - (2) Name of medication
 - (3) Dosage amount and frequency for administering the medication.**This must be handed in at the beginning of each school year.**
 - c. The medication must be kept in the health office in the *original pharmacy container* and taken home at the end of the school year. **THIS ORDER MUST BE RENEWED EACH SCHOOL YEAR AND DATED FOR THE NEW SCHOOL YEAR.** Absolutely no student may take medication on his/her own. Students may not carry medication on his/her person at any time. This includes cough drops and aspirin.
 - d. Parents are **not** permitted to come to school to administer medication to their child.

- e. Antibiotic medication administered three or four times a day must be given at home.
 - f. If lozenges are needed, students must report to the Nurse's office for their administration. *Students may not keep lozenges with them in class.* A signed permission note for administration of lozenges must be on file in the nurse's office.
9. Please see that your child has Kleenex or hankies when they have a cold or allergy reaction.
 10. Temporary foot problems that warrant the wearing of sneakers require a physician's note. Students may require orthopedic inserts on a regular basis. In this case, shoes must be purchased that accommodate both the insert and comply with the school uniform dress code. Students may not wear sneakers indefinitely.
 11. Self-Carry and Self-Administration of medication forms must be in nurse's office. All forms must be completed and signed by parent and doctor before student can self-administer medication. [Self Admin & Carry Form](#)
 12. Any student requiring medication on a class trip must be accompanied by his/her parent/guardian who will administer the medication. An exception is made for students with asthma or allergies who are allowed to self-administer medication (applies only to inhalers or epi-pens) when a nurse is not physically present at the scene. Written certification from a physician is required. Please see link below for form: [Self Carry and Administer Medications](#)
 13. For information on required immunizations please speak with your child's physician. You may also access information on the following website: ([NJ Required Immunizations](#)). Please note that all students are expected to be up to date with immunizations.
 14. For more information on related health information please see the school website under Helpful Forms or click on the following link: [Medical Forms](#)
 15. Allergy Forms can be found at this link: [Allergy Form](#)
 16. **Physician Request Forms**
Health forms that need to be filled out by the school must contain the following:
 - Doctor's name
 - Doctor's office address
 - Signature line for person filling out the form
 - Student's name
 The following must accompany the form:
 - A doctor's note requesting that the school fill out the form
 - A parent's note requesting that the school fill out the form. **All forms will be mailed directly to the doctor.**

VII. TESTING AND EVALUATION OF STUDENT PROGRESS

Standardized Tests

The STAR Renaissance Standardized Test is conducted three times a year in grades 2 through 8. The testing takes place in the following months: October, January and May. The test is designed primarily for measuring and predicating a student's growth from year to year within the subject areas of reading and mathematics. This testing is valuable, as the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of a child's educational progress.

Standardized testing dates are on the school calendar; vacations should not be planned during testing week.

Trimester Assessments

Report cards are issued three times during the year to students in grades K through 8. Parents may access report cards through Genesis Parent Portal. The report card information represents a composite of daily work, homework, assignments, reports and tests.

Progress Reports are given midway through the trimester for grades K to 2. Parent Portal is available for viewing throughout the year for grades 3 to 8.

Report Card Marking Code:

Kindergarten will use developmentally appropriate performance indicators of:
N-Not Yet; D-Developing; E-Emerging; and P-Proficient.

Grades 1-2 will use the following performance indicators:

O-Outstanding Progress: VG- Very Good Progress: G-Good Progress, S-Satisfactory Progress, and N-Progress Needed.

Grades 3-5 will use a letter grade marking code associated with a numerical range. A (93%-100%), B (85%-92%), C (76%-84%), D (70%-75%), F (69% or below). F indicates that the student is not meeting the expectations of the curriculum.

Grades 6-8 will record a numerical grade for each major discipline. A passing grade is 70% or above. An F will report whenever a grade is 69% or below. The lowest failing grade to be numerically recorded on the report card is 60%.

Parent Conferences

Parents are encouraged to schedule conferences at any time during the school year, especially if an immediate concern arises. Formal conferences are scheduled during the first trimester. Conference forms will indicate the appointment time if there is a need for such a meeting. Teachers or parents may request a formal conference during the second and third trimester on an "as-needed" basis.

If a telephone conference is necessary at any time, please notify the teacher in written form or contact the school office. Please indicate the time and place where you can best be reached and the nature of the call.

The partnership between parents and teachers can only be strengthened through open and frequent communication both in the written and verbal form. It is only through the closely coordinated efforts of home and school that the goals of education can be achieved.

Noncustodial Parent's Rights

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Honor Roll

Saint James Elementary School recognizes those student in **grades 6 to 8** who have achieved High Honor or Honor standings in a trimester.

Note:

- Core Subjects include: Religion, ELA, Math, Science, Social Studies (Spanish-for 8th grade only)
- Special Subjects include: Spanish, Art, Music, Physical Education, and Computer
****Please note that Spanish is now considered a core subject in grade 8
- Excessive Detentions and School Suspensions, as determined by the Administration, may prevent students from being placed on the Honor Roll.
- Excessive absenteeism and tardiness, as determined by the Administration, may prevent a student from being on the Honor Roll.
- **Students must receive an 'S' in conduct on their report card for the marking period.**

Middle School

High Honor Roll

- 93 or better in all Core Subjects
- 3's or 4's in Special Subject areas, however no more than two 3's **Honor Roll**
- 85 or better in all Core Subjects
- All 3's or better in Special Subjects

8th Grade Final Exemptions

Students may be exempt from 2 final exams of their choice if they have met the following criteria:

- 93 or higher for all 3 trimesters
- No more than 10 unexcused (without a doctor's note) absences for the year
- No more than 3 unexcused (school) tardies per trimester
- No more than 1 tardy in a class per trimester
- No grade of N for school conduct
- No After School Detentions for the year

Students are required to attend classes in which they are exempt on examination days. An exemption is an exam exemption and not an attendance exemption. **Note: Algebra I students are not exempt from final exams.**

Promotion

Promotion is left to the discretion of the principal and the teacher. Students who do not achieve a final passing grade in a major subject must receive summer tutoring and pass a final exam before promotion is finalized. The final exam will be administered prior to the beginning of the new school year.

VIII. DRESS CODE

Grooming Neatness and cleanliness are part of a child's education and such grooming is the responsibility of the parents. Students' clothing must be clean and mended at all times. Extreme hairstyles or color will not be permitted for either boys or girls. Boys' hair length may not touch the shirt collar. Boys' hair length that necessitates being tucked behind the ear is too long. Boys' hair length and style that result in an untidy array, hangs in the eyes, or presents an unkempt appearance will not be permitted. If given notice, boys will have one week's time to rectify the situation by having their hair cut and shaped. Make-up is not permitted. Clear nail polish is permitted for girls in the 6th, 7th, and 8th grade only. Nail art and artificial nails are not appropriate for school wear unless special permission is given.

Jewelry

Small button-type earrings are allowed only for girls. Large hoop or chandelier earrings are not appropriate for school wear. Boys may not wear earrings. Other than a watch, one bracelet, or simple gold/white gold necklace, jewelry is not allowed.

The administration will determine whether a particular hairstyle, article of clothing, or jewelry is appropriate.

Uniforms

All children in grades K through 8 are required to wear uniforms. Dates for wearing of winter and summer uniforms are noted in the school calendar.

No sweatshirts are not part of the school uniform.

NOTE: During a Pandemic situation, if a student participates in Remote Learning, the student must adhere to the school's Dress Code and Dress Down protocol.

School Uniform for Grades K to 4

GIRLS

Basic Fall/Spring Uniform

- *Green plaid jumper
- *White Peter Pan collared blouse
Long or short sleeve
- *Green Plaid shorts (*with belt*)
with short/long sleeve white polo shirt
- *Green **cardigan** sweater (*with logo*) is *optional*
- *Green knee socks only

Basic Winter Uniform

- *Green plaid shorts, khaki pleated pants or jumper **with green or navy blue tights**, or *green knit sock*
- *Short/long sleeve white polo shirt
- *Jumper must be worn with white “Peter Pan” collared blouse
- *Cardigan sweater (with logo) is **optional**

Head Bands: Flynn and O’Hara or solid black only

BOYS

Basic Spring/Fall Uniform

- *Khaki shorts/pants
- *White collared button down shirt--
long/short sleeve with green plaid tie
- *Short/long sleeve White Polo
with logo
- *Black or Brown belt
- * **Green 1/4 Zip Up Sweater (optional)**
- * **Plain White or green crew socks—
with no insignia**

Basic Winter Uniform

- *Same as above – **except**
- *Khaki pants only
- * **Green 1/4 Zip Up Sweater (optional)**

Notes:

*A doctor’s note is required for students with special shoe needs.

*The School Uniform must be purchased from **Flynn and O’Hara Company ONLY, (including gym uniform)**. *All shirts must be tucked in at all times and boys must wear a belt at all times.

Basic Physical Education Uniform

- *Hunter Green mesh shorts (*with logo*)
- *Medium Gray T-shirt (*with logo*)
- *Hunter Green sweat pants (*with logo*)
- *Medium Gray sweat shirt (*with logo*)
- *Medium Gray hooded sweat shirt (*with logo*)
- *Medium Gray Long Sleeve T-shirt (*with logo*)
- *Predominantly white sneakers
- ***Plain white** crew socks with **no insignia**

Basic Footwear

- ***Solid Color-tan or brown shoes only**
---no glitter (Sperry shoes, Penny Loafers, Mary Janes, Bucks, Vans or Keds style canvas sneakers)

Basic Physical Education Uniform

- *Hunter green mesh shorts (*with logo*)
- *Heather gray T-shirt (*with logo*)
- *Hunter green sweat pants (*with logo*)*
- *Heather gray sweat shirt (*with logo*)*
- *Heather gray hooded sweat shirt (*with logo*)*
- *Medium Gray Long Sleeve T-shirt (*with logo*)
- *Predominantly white sneakers only
- *Plain white crew socks with **no insignia**

Basic Footwear

- ***Solid Color—TAN or BROWN shoes only**
(Sperry shoes, Oxford Penny Loafers, or Bucks)
- *Plain white or green crew sock with **no insignia**

School Uniforms for Grades 5 to 8

GIRLS

Basic Uniform Spring/Fall

- *Green plaid uniform skort-
with length at top of knee cap
- *White Oxford blouse
(long or short sleeve)
- *Short/long sleeve white polo
- *Green Plaid shorts (with belt)
- *Hunter Green knee socks only
- ***Green 1/4 Zip Up Sweater (optional)**

Basic Winter Uniform

- Same as above except:
- *Green plaid shorts or skort **with**
hunter green tights or knit green socks
(no stockings)

Note: The skort is made to be worn at the hip not the waist. Also, please note that XL is for length—not waist size.

Head Bands: Flynn and O'Hara or solid black only

BOYS

Basic Uniform Spring/Fall

- *Khaki pants/shorts
or short sleeve
- * Short/long sleeve white
Shirt (with logo)
- * **Brown or Black** belt
- ***Green 1/4 Zip Up Sweater (optional)**
- * Plain white crew socks with **no insignia**

Basic Winter Uniforms

- *Same as above—**except**
- *Khaki pants only
- ****Green 1/4 Zip Up Sweater (optional)**

Basic Physical Education Uniform

- *Hunter Green mesh shorts (with logo)
- *Medium Gray T-shirt (with log)
- *Hunter Green sweat pants (with logo)
- *Medium Gray sweat shirt (with logo)
- *Medium Gray hooded sweat shirt (with logo)
- *Medium Gray Long Sleeve T-shirt (with logo)
- *Predominately white sneakers
- ***Plain white** crew socks with **no insignia**

Basic Footwear

- ***Solid-tan or brown shoes only-no glitter**
(Sperry, Penny Loafers, Bucks, Mary Janes)

Basic Physical Education Uniform

- *Hunter Green mesh shorts (with logo) *White shirt long
- *Medium Gray T-shirt (with logo) with plaid tie
- *Medium Gray hooded sweat shirt (with logo) *
- *Hunter Green sweat pants (with logo)
- *Medium Gray sweat shirt (with logo)
- *Medium Gray Long Sleeve T-shirt (with logo)
- * Predominantly white Sneakers only
- ***Plain** crew white or green socks (with no insignia)

Basic Footwear

- * **Tan or brown shoes only**
(Sperry, Penny Loafers, Bucks)

Please Note

- *Eighth grade girls and boys **only** may wear the senior fleece in place of the sweater.
- ***A doctor's note is required for students with special shoe needs.**
- *The School Uniform must be purchased from **Flynn and O'Hara Company ONLY (including gym uniform)**
- *All orders are placed directly with **Flynn and O'Hara Company.**
- **All shirts must be tucked in at all times and boys must wear a belt at all times.*

The Administration determines violation of the Dress Code.

Any student who is out of uniform will be asked to call a parent to correct this matter before attending class.

Dress Up/Dress Down Day

Dressing uniformly serves to encourage school spirit and set Catholic school students apart from other schools. It also helps us honor the Christian teaching that all people are the same in the eyes of God

During the school year, there are times when students may attend school in clothing other than the school uniform. The dress code for non-uniform days is to be modest and non-offensive. **Clothing should fit appropriately and be worn with respect.** Tank tops, short shorts, miniskirts, dresses or skirts with hems more than 2 ½ inches above the knee, sandals without straps, flip flops, slippers, moccasins, UGGS, Crocs, yoga pants, and pajama pants are not allowed

DRESS UP: Sunday best attire is to be worn. Sweats, T-shirts, shorts, athletic wear are not to be worn.

DRESS DOWN: Students may wear neat and presentable jeans (no torn jeans), sweats, or khakis. Sneakers may be worn. Shoes must have a back. Recommended: **Bermuda shorts** for girls. ***Please be aware that any student maybe asked to call home and request that proper attire be brought to school.***

We ask your partnership in helping our students understand the importance of and compliance with the dress code. Your intervention will help your student avoid accumulating demerits for dress code violations.

IX. DISCIPLINE

Discipline at Saint James Elementary School is not meant to be punitive, but rather to:

- provide students with an opportunity to practice Christian ideals and attitudes,
- assist students in the development of self-discipline,
- provide an atmosphere conducive to learning,
- promote respect and care within the student for himself/herself, for others in the school, be a productive member of society.

To be successful, it is imperative that all students follow school policy and guidelines. Ordinary discipline is the responsibility of each teacher and the basis of all discipline is mutual respect. Parents need to openly support the efforts of the teachers in this area. If a conflict occurs, the matter should first be discussed privately between teacher and parent. If there is no resolution, the parent should then contact the principal. In the event that no resolution can be achieved, the president or pastor should be contacted.

The Administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at this or her discretion.

Code of Conduct in the Classroom

Students will familiarize themselves with classroom rules and comply with them. They will address teachers in a courteous manner at all times. Each teacher is responsible for the discipline of the students in the classroom and for preserving discipline throughout the school. If a question should arise concerning discipline, it is advisable that the parent first contact the teacher involved - the teacher and/or parent would then refer serious problems to the principal.

NOTE: During a Pandemic situation, if the student participates in Remote Learning, he/she will adhere to the Code of Conduct set forth above.

Code of Conduct in the Cafeteria

Each student is to make it his/her responsibility to clean his/her eating area. Eating and drinking are not permitted outside the lunchroom area. Students are to remain seated at their assigned table until their class is dismissed. They are to walk from the cafeteria. Manners and code of politeness are required at all times.

Code of Conduct in the Playground

Playground activities are supervised by school personnel, teachers and administrators. The following regulations will be strictly enforced:

1. Good sportsmanship is to be displayed at all times.
2. Teachers or supervisors may terminate any game which they deem to be dangerous.
3. Small hard balls, tennis balls, bats and hockey sticks are forbidden as is picking up and throwing stones. **The school will supply all play equipment to be used.** Equipment is to be shared.
4. Students may not leave the playground during recess.
5. All problems and injuries are to be reported to the supervisors on duty, which will notify the nurse when necessary.
6. When the whistle signals the end of playground time, for everyone's safety, **students are to curtail activities immediately**, return the equipment to the supervisors, and line up in designated areas to meet teachers.

Code of Conduct on the Bus

In order to ensure the safety of bus riders, all students are advised of and must abide by the Bus Safety rules received. All students must remain seated on the bus, facing forward with seat belts buckled, at all times. Students may not leave the bus once boarded. Students must keep their voices modulated. Students are reminded that they are representative of this school. Their behavior at bus stops must reflect the behavioral expectations of this school. At no time is a student to put any body part out the window or throw any object from the bus. Homework is not to be done on the bus.

Students may not eat or drink on the bus. Students will lose bus privileges for a specified length of time if repeated infractions of inappropriate behavior are reported.

Books/Lockers/Desks and Chairs

Books are on loan to the children and must be cared for throughout the school year. All books must be covered at all times. No writing or drawing is permitted on book covers or texts. Books must be carried to and from school in a book-bag. If a book is lost or destroyed, payment must be made before final report cards will be given.

Lockers are provided for the 6th, 7th, and 8th grade students. Lockers may not be decorated internally or externally in any way.

Desks and chairs are to be treated carefully. At no time are they to be defaced or abused. Students will be required to replace any school property that has been damaged.

Detentions

A notice of detention will be emailed to parents indicating the infraction and the date when the student will serve the detention.

Lunch Detentions may be assigned for the following reasons, although the list is not all-inclusive:

- 5 written warnings for no homework in one marking period
- 3 written warnings for dress code infraction
- Miscellaneous offenses handled by the administration/teachers
- Behavior which interrupts the educational process of others
- A 4th Lunch Detention will result in an after School Detention

NOTE: 3 Lunch Detentions in one marking period will result in a grade of "N" for conduct on student's report card.

After School Detentions are held from 2:30PM to 3:30PM. The date of the detention will be communicated to the student and the parent/guardian. Three lunch detentions in any marking period will result in an After School Detention. After School Detentions may also be administered for the following reasons (please note that this list is not all-inclusive).

- Infraction of any school conduct code
- Repeated behavior which interrupts the educational process of others
- Violation of cell phone policy
- Disrespect exhibited to other students, faculty or school volunteers

- Repeated behavior which interrupts the educational process of others

NOTE: **One After School Detention within a marking period will result in a grade of “N” for conduct on student’s report card

****Two or more After School Detentions within a marking period will be deemed excessive and result in a grade of “U” for conduct on student’s report card, and may carry additional consequences (e.g. school/community service; loss of extra curricula/clubs/sports privileges, or loss of Honor Roll and Student Council eligibility). The preceding examples are not all-inclusive.**

Suspension

Suspension from a Catholic school is a serious matter. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. Credit will be given for student work performed during suspension when work is required for grading purposes. A child may be suspended for a serious violation of school policy whether they occur at school, or outside of school. Length of suspension will be determined by the principal.

When a student is suspended for a serious violation, the parent will be contacted and the student may be sent home immediately. A student on suspension (in school or out) may not participate in any school related activity during the day(s) of that suspension nor participate in the next school social activity. In the case of a most serious act, a student may not participate in extracurricular activities for a period of time determined by the Administration.

Disciplinary Probation

Disciplinary Probation is to be regarded as an extremely grave situation. Any student on Disciplinary Probation will be prohibited from participation in school activities including social events, sports/class trips during the probationary period. Students receiving two suspensions in a year will be placed on disciplinary probation.

Expulsion

Expulsion may be warranted in the rare circumstance where either the student’s interest would be better served in another environment or that the individual’s behavior is a serious threat to the school community. Expulsion, if warranted, is addressed by the Office of the Superintendent

Withdrawal

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Discrimination, harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Discrimination, Harassment, Intimidation, and Bullying

Discrimination, harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student’s physical or emotional well-being or with the operation of the school. Discrimination, harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of discrimination, harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send discriminatory, harassing, intimidating or inappropriate messages about or to another student or individual; and sending discriminatory, harassing,

intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the school's policy on the acceptable use of technology may also violate this policy.

Retaliation

Retaliation for reports of discrimination, harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing discrimination, harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Discrimination, Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Discrimination, Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of discrimination, harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that discrimination, harassment, intimidation, or bullying has occurred.

X. TRANSPORTATION

Walkers

For their safety and protection, students who walk to and from school are required to cross where there is a crossing guard. Children should be encouraged to walk in groups and obey street crossing regulations. Students must be mindful that they are representatives of the Saint James School Community and that their conduct should be reflective of the school's code of conduct at all times. Students are never to be crossed by parents in the middle of the block or in between parked buses.

Bus

Bus authorizations are handled by the local public school district in which the student resides. Applications are provided by the school and must be filled out each year. Applications are forwarded to the appropriate school district no later than May 1st. Any questions about bus schedules, location of bus stops, drivers, etc., should be directed to the transportation department of your public school district. Use of bus service is strongly encouraged if it is provided to the student.

Only authorized students may ride the bus. *CHILDREN **MAY NOT RIDE ON BUSES OTHER THAN THE ONE TO WHICH THEY ARE ASSIGNED*** (i.e.: one township may not ride the bus of another township). **PLEASE DO NOT REQUEST A CHANGE IN THIS AT ANY TIME, AS IT IS NOT PERMITTED UNDER THE LAW.**

- Students must remain seated, facing front, at all times while on the bus, regardless if the bus is in motion or not.
- Students must be respectful of the bus driver and follow all directives.
- Students may not do homework on the bus and must keep their voices modulated. Seat belts must be worn. Students may not eat or drink on the bus.
- No student is permitted to record or take pictures of other students while riding the bus.

Parents must notify the school in writing whenever the child has alternate plans for transportation other than the normal daily procedures already established.

- **No cars are permitted to park or wait on Peters Place at any time during legal school days.**
- **No cars may discharge students in the “**BUS LOADING**” area.**
- **Students are not to be discharged from cars on the opposite side of Peters Place.**
- **No cars may discharge students at the STOP sign on Drummond Place.**
- **Students and parents are not to cross the street in between the buses.**
- PLEASE BE MINDFUL NOT TO BLOCK DRIVEWAYS.

Parents are requested to follow the school’s traffic flow plan at all times to insure the safety of all children.

XI. General Information

Child Abuse

New Jersey law requires any person who has “reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise.” (N.J.S.A. 9:6-8, 10 et seq.) Failure to report suspected child abuse is punishable as a disorderly person’s offense. (N.J.S.A. 9:68.14). Under the law, anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. (N.J.S.A. 9:6-8.13).

Communications

Parents are kept abreast of policies, procedures, and other information on a regular basis via: Handbook, yearly calendar, Virtual Folder (weekly information news), E-blasts, and Teacher eBoards. These items are posted on the school’s website. Parents are urged to check the school’s website frequently (**mysaintjames.com**) to be updated on all activities, events, and opportunities. Teachers’ eBoards contain information on homework, class calendar, reminders and announcements

Fire Emergency Drills

In compliance with the New Jersey State Law regarding fire regulations, fire drills are held periodically throughout the year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. A strict code of behavior is upheld during Fire Drills. *Absolute silence is required of all students.*

Lunch Program

All students in grades K through 8 must eat in the cafeteria. Hot lunches are available for students in **grades 3-8** who wish to buy them. Hot lunch menus are distributed monthly. Cold lunches and beverages (milk, juices, water) are also available. Kindergarten and 1st grade children do not purchase their lunch in school.

The school has a cashless cafeteria system. Parents are encouraged to sign up. Information about the system and how parents can create and access their child’s account can be found on the school’s website. Please remind your child not to share their code with other students.

All students are permitted to bring a light nutritious snack to school each day. A mid-morning break is provided for each grade level.

Missions

Children are made aware of the spiritual and material needs of the foreign missions and are given the opportunity to join the National Childhood Association. The students pay a fee of \$2.50 annually. Mission collections are made in the classrooms and are mailed to the Diocesan Office for distribution.

Parking

Parking at Saint James Elementary School is very sparse. The parking lot is only large enough for the two schools’ cars. If you are a chaperone for a class trip and you come to St. James, you will not have a place to park. We have asked the town and the Police Department, but they cannot help us. Our suggestion is for the day of the class trip to be dropped off and picked up at school so no car needs to be parked. We realize this is a problem for our parents and thank you for your consideration.

Parties

Parties are limited to Christmas and end of year.

Photo Release

Occasionally, Saint James School will use photographs taken of your child for marketing purposes. The school reserves the right to use pictures of students in publications such as school and local newspapers, and the school website. If you prefer that your child's photo not be used in any marketing activities, that request will be honored as per your instructions indicated on the Photo Release Form.

Pictures

Individual school pictures are taken in the fall of the year. There is no obligation for purchase. Class pictures are taken in the springtime. Class pictures cannot be purchased separately from the individual portrait package. Sports Team pictures are taken during the year as well as club and activity pictures. Students are to bring their team uniform to school for those athletic group pictures. Students may not have cameras or take pictures in school without the permission of the Principal.

Royals

A part of the PTA, this group is comprised of fathers, grandfathers, uncles, or any other significant male adult in the student's life. Meeting monthly, they plan family activities and outings throughout the school year.

Technology

Students are not permitted to have ipods, iWatches, game boys, Beat Headsets-or similar designs, or any kind of digital or mechanical items on their person at any time while in school including the bus ride to and from school. If discovered, the item will be confiscated and must be retrieved by a parent.

Students are not permitted to use the school computers for any personal use (E-mail, etc.) other than research or word processing assignments.

Telephone

The office telephone is for business use only. Students may request to use office phones in case of emergencies. All post school arrangements must be planned prior to the school day's commencement.

Personal cell phones are discouraged. However, if parents deem it necessary for their children to carry cell phones to school the student's cell phone must be labeled, turned off, and handed in to homeroom teacher. Cell phones will be collected during morning exercises and will be returned prior to dismissal. Students are to place cell phones in the backpack immediately upon receipt. Cell phones are not to be used on the bus with the exception of an absolute emergency.

1st offense:

- Phone is held until the end of the school day
- Student is issued an immediate lunch detention.
- Parents are notified via email from the administration.

2nd Offense:

- Phone is held until the end of the school day.
- Student is issued an immediate after school detention.
- Parents are notified via email from the administration.

3rd Offense:

- Phone is held until the end of the school day.
- Student is given one day in school suspension.
- Parents are notified via email from the administration.

The **expectation** is that once students enter the school building cell phones will be off and in their backpacks. Once in homeroom, students are to place cell phones in a designated place until the end of the day. Upon retrieving the cell at the end of the day, students are to place the cell phone in their backpacks. **Please note that students are not to use their cell phones without school personnel**

permission while on school grounds. Students may use their cell phones once off school grounds and released by school personnel.

The school administration reserves the right to search cell phones.

The school is not responsible for lost or damaged cell phones.

Tuition

Tuition for Saint James Elementary School is administered by the F.A.C.T.S. Tuition Management Company and is paid in twelve monthly payments. The rates of tuition for the next school year are announced prior to registration. Parents are expected to cooperate in meeting their financial responsibilities by paying tuition at the designated times. All parents are required to sign the tuition contract. This contract is legal and binding. All paid tuition is non-refundable and non-transferable.

A re-registration fee is required of all families annually. The fee is non-refundable.

Students will not receive a report card or participate in graduation ceremonies if monetary obligations are not paid up to date.

Because tuition reflects only a portion of the cost of the education of each student, parents are asked/expected to support the fundraisers sponsored by Saint James School and the PTA.

Visitors

Visitors to the school, except at times of public functions, must report to the business office before entering the corridors. No parent may go to a classroom. Parents may not deliver items to classes. This policy prevents disruption to teachers and students during class time. All visitors are to enter Saint James School via the front door and produce a valid driver's license. All visitors **MUST** wear visitor badges while in the building.

Volunteers

The education of your child involves a cooperative effort between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become active members in the Parent/Teacher Association.

All those interacting with the students are required by the Diocese of Trenton to undergo a criminal history check including Sagem Morpho fingerprinting process as well as attend a three hour Virtus training session. Parents/guardians are responsible for all costs incurred.

You, the parents and students of Saint James Elementary School, are the heart and soul and spirit, which gives us a reason to be here. Many parents and members of our parish community generously give of their time to our students. There is a place in our school community for everyone. Please contact the president of the PTA to discuss the type of assistance you would enjoy giving. **VOLUNTEERS ARE NEEDED.** For the safety of our students, all volunteers and visitors must wear designated badges when working in the school building.

The Principal or Pastor may amend the material set forth in this handbook at any time for just cause. There are many other regulations that may not be explicitly addressed but are implicit within the context of the school in its role of "In Loco Parentis" (in the place of the parent). Parents will be given prompt notice of any major changes. The policies put forth in this document are in compliance with the Diocesan Handbook of Policies, which is available for reference upon request.

Revised 8/4/23

Please sign the Handbook Signature Page along with the Acceptable Computer Use Policy Form and the Media Release Form. These forms must be handed in on the first day of the school year.

SAINT JAMES ELEMENTARY SCHOOL

Handbook Signature Page

After reading the information contained in the handbook, complete the section below. Print the entire page, sign and return it to homeroom teacher.

My child and I have read and reviewed the Saint James Elementary School Student Handbook. **We understand the contents of the document and agree to abide by it.**

Student's

Name: _____

Please Print

Student's

Signature: _____ Date: _____

Grade: _____

Parent's/Guardian's Name: _____

Please Print

Parent's/Guardian's Signature: _____ Date: _____



SAINT JAMES ELEMENTARY SCHOOL
30 Peters Place
Red Bank, N.J. 07701
ACCEPTABLE COMPUTER USE POLICY

Student Contract

I have read the Terms and Conditions for use of technology resources in Saint James Elementary School. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is a violation of school rules. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. This contract shall stay binding as long as I am a student at Saint James Elementary School.

Username (print) _____ **Homeroom** _____

User Signature _____ **Date** _____

Parent/Guardian Contract

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources at St. James School. I understand that this access is designed for educational purposes and that the school has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand that this contract is binding as long as my child is a student at St. James School. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting.

I hereby agree to the conditions listed in the above paragraph, and therefore give my permission to allow my student computer usage and network access at Saint James Elementary School.

Parent/Guardian (please print) _____

Signature _____ **Date** _____

Daytime Phone Number _____ **Evening Phone** _____

Saint James Elementary School Home Page

In order to maintain an accurate reflection of Saint James Elementary School on our Internet Home Page, it is necessary to publish current information about our school, pertinent samples of work that our students have produced, and pictures of our students involved in school activities. We, therefore, are asking permission to publish any photographs taken of the student involved in a school activity, any art, and/or literary work created by the student (with a pre-publishing consult between the system administrators and the student, including right of refusal) on our website.

I hereby give my permission to allow, with pre-publishing consultation and right of refusal, publishing of the above stated material for the current school year.

Parent/Guardian Signature _____ **Date:** _____

Student Signature: _____ **Date:** _____

School Year: _____

Faith ♦ Honor ♦ Excellence



SAINT JAMES ELEMENTARY SCHOOL
30 Peters Place
Red Bank, N.J. 07701

Student Media Release Form

To publicize the achievements of our students, we like to occasionally publish students' names, photographs, and academic/extracurricular achievements in a variety of media formats such as: school notices, the church bulletin, newsletters, the local newspapers, local community websites, Saint James School website and SJS Facebook Fan page, television, and poster/photo displays in the school foyer and classrooms.

Because your child's safety is our utmost concern, we ask that you complete the information below. Our students' names will not be published in any form outside the school building. We understand that you may have reasons for not wanting to have your child's name, photo, or achievements published.

I understand that these photos may be used for the school's website and newsletters.

Student's Name: _____

School Year: _____

Student's grade: _____

___ **I DO** give permission for my child's name, photo, work and/or achievements to be published in school notices, church bulletin, school website, newsletters, newspapers, local community websites, television and poster/photo displays.

___ **I DO NOT** give permission for my child's name, photo, work and/or achievements to be published in any format.

Parent/Guardian Signature: _____ Date: _____

8/3/23